# ADVANCED PRISONER ESCORT TRAINING

# SECURITY PLANNING

# Objective:

To familiarize prisoner escorts with the necessary information to move high-risk prisoners and/or escort prisoners over long distances (to include overnight stays), by motor vehicle and/or Government  aircraft.

# REFERENCES:

SECNAVINST 1640.9C
OPNAVINST 1640.7
AR 190-47
AFM 55-65 Convoy Operations
AFM 3-90 Appendix E , Base Security
AFM 19-25 Traffic Operations
AFI 31-205
AMC 124-101V14

# Definitions

Advanced Escort Training is required to escort all prisoners which fit the following categories:

- *LONG DISTANCE TRANSPORT*
- *OVERNIGHT STAYS*
- *VIOLENT, ESCAPE RISK, SUICIDAL, ETC..*
- *COMMERCIAL AIRCRAFT*

# Operations Order Development

Prior to escorting any high-risk prisoners or prisoners over long distances to include overnight stays, a plan must be in place.

# Plan Development (cont.)

**Five-paragraph Operation Order**

- Situation
- Mission
- Execution
- Administration and Logistics
- Command and signal

# 1) Situation

- **Prisoner**- Consists of the composition, disposition, location, movement, capabilities, behavior and attitude of high-risk prisoners.

- **Law enforcement agencies**- support from affected law enforcement agencies and/or airport security to identify their support that may impact the movement. Pre-notify all primary agencies along the route.

- **Escort guards**- Guards attached to or detached from the confining facility.

# 2) Mission

- A clear concise statement of the task.

# 3) Execution

- Concept of Operations- The concept of operation is the Escort team leader's brief summary of the movement plan.

- Subordinate Tasks (missions)- In each succeeding paragraph, missions are assigned to each prisoner escort.

- Coordinating Instructions- In the last paragraph, instructions that apply to two or more law enforcement agencies (to include airport security, local, state, and county law enforcement agencies, federal law enforcement agencies and other confinement facilities at a military base)

# 4) Administration and Logistics

This paragraph contains information or instructions pertaining to meals and equipment; hospitals, confinement facilities; the handling of high-risk prisoners; and other administrative and supply matters.

# 5) Command and signal

Special instructions on communications, including prearranged signals, duress words, radio call signs and frequencies, emergency signals, radio procedures, and restrictions to the use of communications.

This will include:

- Cellular phones with all coordinated current phone numbers.
- Location of the escort team leader.
- Location of the escorts.
- Location of law enforcement agencies.
- Location of military bases/correctional facilities.
- Location of various civilian correctional facilities.
- Basic SOP's: Escape, medical emergency, vehicle breakdown/accident, alternate routes, danger areas, hostages.

# Plan development (cont.)

Alternate plan

As an *alternative* to the five-paragraph order coordinate with your administrative section and obtain an acceptable plan outline to be used for the escort of high-risk prisoners. However, be sure that all information is covered in your plan.

# Plan Approval

- All completed plans are forwarded through the chain of command and final approval remains with brig Commanding Officer/ Officer in Charge.

- The plan is then briefed to all prisoner escorts

# Prisoner Risk Assessment

There is increasing recognition of the importance of conducting pre-movement risk assessment, particularly, in cases of prisoner transfers. Such procedures are essential to ensuring the safety and well being of both prisoners and staff.

The main purpose of the pre-movement risk assessment is to ensure that whenever a prisoner is moved between locations, those escorting and receiving the prisoner are provided with all necessary information about them, particularly in relation to any risks or

# Documenting the Movement

The escorts should document key events such as departures, arrivals and hand-over of responsibility.  It should also include any notable incidents and any new information arising in relation to the prisoner. The time of meals given or offered during escort should be recorded, as should any refusal and the reason for it.

**Identify prisoner risk categories:**

- Medical
- Security
- Other.

# Medical Risk Factors

- Where the escort is aware that there may be medical risks, consultation with relevant medical, psychiatric or health care staff is appropriate. Communicable and Blood Borne diseases should be noted to safeguard escorts and others.

- Where medication has been prescribed and issued by a medical officer, the escort must be fully informed as to its administration or whether specific instructions for medical personnel have been provided. Prisoner Escort will maintain control of all medication, and is limited to administering oral medication only.

- Any special needs must be ascertained. There is the potential that the prisoner has a disability or has special transport or care requirements due to medical treatment or an ongoing medical condition that may affect the safety of the prisoner or escorting staff.

- Clear details of the specific condition applicable will be particularly helpful for those escorting and/or receiving the prisoner.

Prisoners in patient status will normally be transferred by aero-medical evacuation. Two or more escorts will accompany each maximum custody prisoner patient.

Prisoners determined to be psychotic will normally be moved in a patient status. When aero-medical evacuation is not available, psychotic prisoners may be moved as a *maximum custody* prisoner with four escorts assigned to each prisoner.

- Prisoners under medication shall have their medication reviewed and prescribed by qualified medical personnel before transfer.

- The medication with written directions as to time and quantity of dosage (sufficient for the trip length plus 24 hours after arrival at destination) shall be given to the prisoner escort. The escort will supply the prisoner with medication in accordance with medical directions.

# Deaths

Isolate the area.

Should a prisoner die in transit, immediately notify the driver or pilot.

Request medical assistance.

Notify the releasing and receiving commands immediately.

Notify the nearest available law enforcement agency.

Commands will notify the Chief of Naval Personnel

# Security Risk Factors

- Violence- Does the prisoner have a history of violent behavior or has recently committed an assault?
- Concealed Weapons- Does the prisoner have a history of concealing/manufacturing weapons?
- Escape risk- Does the prisoner's custodial history or behavior suggest that they present an escape risk?
- Sex offender- Is the prisoner a known or suspected sex offender, particularly with regard to offenses against children?

Hostage taker- Is the prisoner a known hostage taker?

Stalker/harasser- Does the prisoner have a restraining order or a civil injunction against them under current stalking and/or harassment legislation?

Racial motivation- Does the prisoner have a history of racially motivated offenses or have they been racially motivated to assault other prisoners while in custody?

# Other Risk Factors

- Drug/alcohol issues- Is drug or alcohol abuse an immediate factor in the treatment/handling of the prisoner? Obtain input from medical staff.
- Suicide/self harm- If there is any belief or suspicion that the prisoner may try to harm themselves. Liaison with medical staff will often be relevant.

- Vulnerability may derive from the general nature or specific circumstances of the offense in relation to which they are being held. The attitude of associates or co-defendants may also be relevant.

- <u>Force/restraint used-</u> Has force, restraints, or chemical agents been used in the past?

# Receipt for Property Funds and Valuables

Property will normally be transported in sealed bags or containers with the seal numbers recorded.

*Each sealed bag/container should be receipted for on departure and on arrival at the final destination. Sealed bags/containers should be carefully safeguarded on departure and arrival.*

The senior escort should sign to indicate receipt of the prisoner property and cash at the point of departure.  The person finally accepting the prisoner at the final destination will sign to indicate receipt of the prisoner and of recorded property and cash from the escorting staff.

# Prisoner Records

Prisoner medical, dental, and confinement records will accompany the prisoner on any trip resulting in permanent transfer.

All medical records will be kept confidential.

For prisoners going to the USDB, ensure all paperwork/records are available prior to departure as prisoners will not be accepted without complete documentation.

# Special Considerations for Custody Grades

When transporting prisoners, custody classification will be determined by the highest custody prisoner.

EG: 5 minimum and one medium-in, all prisoners will be treated as medium-in.

# Maximum Custody

- Maximum custody prisoners may not be mixed with medium or minimum custody prisoners.

- Maximum custody prisoner will be moved using belly chains and hand/leg-irons.

- No more than two maximum custody prisoners may be moved on a single military flight or one on a commercial flight.

*In some cases, with the approval of the Commanding Officer, one Prisoner Escort may be designated to carry a weapon.*

- At a minimum there will be two prisoner escorts present at all times.

- The amount of supervision required is constant and continuous.

- The driver is NOT an escort!

# Medium-In Custody

Restraints will be used whenever a MDI prisoner is out of the confinement facility.

Prisoner to Escort Ratio:

2 Escorts for 1 MDI Prisoner unless otherwise directed by the CO/OIC/CPOIC

# Medium-Out Custody

May work outside of the correctional facility.

Prisoner to Escort Ratio:

1 Escort for 1 MDI Prisoner

Working party escort ratios will be determined by the CO/OIC/CPOIC if escorted by corrections personnel. All others will use a 1 escort to 5 MDI ratio.

# Minimum Custody

Prisoner to Escort Ratio:

- At least one escort while outside of the facility
- Working party escort ratios will be determined by the CO/OIC/CPOIC when escorted by correctional personnel
- Unit escorts will have a maximum of 10 prisoners for 1 escort

# Officer Prisoners

The Senior Escort will be the equivalent rank or higher as the officer (Pre-Trial) prisoner being escorted.

Post Trial officer prisoners will be treated the same as enlisted personnel.

Normally, at least one escort will be enlisted and will carry one set of hand/leg irons and key.

# *ALL ESCORT MISSIONS!*

*At least one member of the escort team will be of the* same sex *as the prisoner being escorted.*

*The rank/grade of the Senior Escort will be determined by Commanding Officer or Brig OIC and will be reflected in the movement plan.*

*Escort ratios may be adjusted at the direction of the transferring command based on custody classification and type of transportation used.*

# Prisoner Movement by Vehicle

Rental vehicles by the government may be authorized for the transport of prisoners between places of confinement and the airport. In some cases vehicles may be leased in the transport of high-risk prisoners for long distances to include overnight stays.

At no time will a prisoner or escort be permitted to smoke in any type of vehicle.

Use security/caged type vehicles if available.

Personal vehicles are not authorized for transport of prisoners.

Prisoners will not be handcuffed to a vehicle.

# One Vehicle (auto/van)

*At no time will an armed prisoner escort sit in the back seat with prisoners.*

- Driver of the vehicle is *not* considered into the escort to prisoner ratio.
- The number of escorts will be based on the number of prisoners.
- Escorts will sit in the back of the vehicle with the prisoners.
- If not caged, leave the seat directly behind the driver, vacant.

- Under no circumstances will the prisoner sit in the front passenger seat.

- If the prisoner is high-risk/dangerous, the unarmed escort will sit in the back of the vehicle with the prisoner and the armed escort will sit in the front passenger seat (caged or non-caged).

- All other procedures of the basic escort course apply.

# Two Vehicles

- In this case the *first* vehicle will be designated as the prisoner transport vehicle. This vehicle is also considered to be the lead vehicle.

- The driver of the lead vehicle must have complete knowledge of the route of travel and rest stops. He/she will not deviate from the approved movement plan.

- The total number and custody classifications of the prisoners will mandate how many prisoner escorts will be in that vehicle.

- Custody classification of prisoners mandates whether the prisoner escorts are armed or unarmed.

- The second vehicle is considered the chase vehicle.  This vehicle will contain all equipment necessary to support the actions of the prisoner escorts in the lead vehicle.

Records/documents equipment
meals medication
restraints clothing

- All escort personnel will be familiar with and know pertinent information regarding:

*route* *rest stops* *duress codes*

- It’s important that both vehicles maintain communication.

- The chase vehicle will act as a backup vehicle in the event of mechanical failure of the prisoner transport vehicle.

All other procedures of the basic escort course apply.

# Convoy of three or more vehicles

- All escorts and drivers will be briefed on the plan.
- All escorts will know the exact same directions and rest stops as the prisoner transport vehicle driver.
- First vehicle is the lead vehicle.

- The last vehicle is always the chase vehicle.

- The middle vehicle(s) is the prisoner transport vehicle.

- The number of vehicles will vary with the number of prisoners being escorted and the type of vehicles available.

In the development of the plan, all convoy discipline will be identified and briefed to all prisoner escorts.

Included are; distance between vehicles, speed, rest stops, change of drivers, vehicle PMCS, emergency stops, primary law enforcement agencies who have jurisdiction, etc.

# Military Aircraft (MILAIR)

- Coordination w/Air Force Base
- 24 hours in advance
- Loadmaster arranges seating
- Weapons / Restraints
- Coordination w/ USAF Security Forces
- One Hour Prior to departure
  - Escorts
  - Prisoners

# Escort Briefing

- Prior to receipting of prisoners
- Based on movement plan
- All escorts must have full knowledge of the plan.

NO EXCEPTIONS!

# Escort Procedures

- Prisoners and sea bags will be searched prior to leaving the facility
- Senior escort will sign for Funds and Valuables and any prisoner medication
- Prisoner Briefing
- Search the area in which the prisoner will be seated
- Search the head/latrine area prior to and after prisoner usage

# Minimum Custody

Prisoner to Escort Ratio

- 1 Escort and 1 Escort in Charge for up to 5 prisoners
- 1 Escort and 1 E-6 or above for over 10 prisoners

It is not required for Minimum Custody prisoners to be restrained during escorts. Restraints may always be used at the discretion of the escorts or higher authority.

# Overnight Stays

- Your plan will include the provision to provide for prisoner and escorts, a place to billet overnight. If at all possible make every attempt to do this on a military installation by contacting the base police/correctional facility.

- When it is necessary to detain a prisoner in transit, escorts will normally use a military detention facility. If a military facility is not available, a federally approved local civilian facility may be used. Both the parent command and the receiving command shall be apprised of the situation.

- Escorts can contact local law enforcement agencies and request their assistance to secure the prisoner in a local jail. In some cases, local law enforcement authorities will receipt for the prisoner and segregate the prisoner from other persons confined. Be aware that there may be a cost involved with this occurrence.

- The local U.S. Marshal can also be contacted for advice of the location and rates for local detention facilities.

The use of a civilian hotel/motel *may* be authorized *under certain circumstances*. This will only be used in an emergency and as a last resort. The escort's chain of command will make the final determination on whether civilian hotels will be used.

Every attempt should be made with the civilian management to billet as far as possible away from civilians occupying the building. In this occurrence, there will be at least one escort supervising/monitoring the prisoner at all times.

- Arrangements can be made to have food brought to the berthing area for the prisoner’s consumption.

- All escort practices and procedures in the basic and the advanced course apply.

NAVY PERSONNEL COMMAND

***IMPORTANT***

*The prisoners will not be made aware of any portion of the escort mission.*

*All details of the escort plan will be of a "need to know" nature.*

# Strip Search Policy

- Must be thorough, articulate, and precise
- Conducted in privacy
- Same sex only, no exceptions
- Two staff members at minimum
- Escort in charge is responsible for providing verbal instructions to the prisoner being searched
- Second escort will search all clothing, act as a witness, and backup in the event of physical force.
- No contact, view only

# Strip Search Sequence

- Head
- Hair
- Ears
- Nose
- Mouth
- Fingers
- Arms
- Arm Pits
- Neck

- Front of body (Breasts - Prisoner must lift each breast herself as necessary)

# Strip Search Sequence (cont.)

- Penis and scrotum
- Vagina
- Legs
- Feet
- Toes
- Back of body
- Anal area
- Back of legs
- Bottom of feet (one at a time)

# Summary

Plan development
Prisoner Risk Categories
Receipt for property
Guard to Prisoner Ratios
Prisoner Movement by Vehicle
Prisoner movement by Military Aircraft
Layover
Overnight Stays
Strip Searches
Tasks

# Questions?

# USE OF FORCE

# Objective:

To provide guidance and direction to prisoner escorts of the use of force while escorting high-risk prisoners or escorting prisoners for extended time/distances.

# REFERENCES:

SECNAVINST 1640.9C
OPNAVINST 1640.7A
AR 190-45
AFI 31-207

# Definitions :

- Force – To compel through pressure or necessity; to move against resistance

- Minimum Force – The least amount of force used to control a situation

- Deadly Force – Force that a person uses with the purpose of causing or which he/she knows would create a substantial risk of causing death or serious harm

# When to Use Deadly Force

Deadly force is justified only under conditions of extreme necessity and when all three of the following circumstances are present:

# When to Use Deadly Force (cont).

- Lesser means have been exhausted, are unavailable, or cannot be reasonably employed

- The risk of death or serious bodily harm to innocent persons is not significantly increased by use

- Or in any of these situations:

# When to Use Deadly Force (cont.)

Self Defense and Defense of Others

- To protect citizens, staff personnel, or hostages when a reasonable belief exists that they are in imminent danger of death or serious bodily harm.

- To prevent the commission of a serious offense involving violence and the threatened death or serious bodily harm to another prisoner.

# Policy

If physical force becomes necessary, it will be exercised according to the priorities of force and will be used as a last resort and then it will be limited to the minimum degree necessary to control the situation. If carrying a baton, chemical agents, or a firearm in the view of the public while performing escort duties, discretion must be used in an attempt to conceal these items. Under no circumstances will force be used as punishment.

# Priorities of Force

**1. <u>Verbal Order</u>** – The first level of force available to prisoner escorts is the use of a verbal order. Prisoner/detainees who are acting contrary to service or Brig rules and regulations shall be given a direct order to correct their behavior

# Priorities of Force (cont.)

**2. <u>Show of Force</u>** – The physical presence of prisoner escort(s) or authority figure may be enough to control a prisoner disturbance. In the event of an escalation of an incident the solicitation of persons to project greater physical presence for assistance may be required.

# Priorities of Force (cont.)

**3. <u>Physical Force/Restraints</u>** – Physical force is justified to subdue unruly prisoner/detainees, to separate participants in a fight, in self-defense, or defense of other persons. It may also be employed to move prisoners/detainees who fail to comply with lawful orders. Escorts should make every attempt to avoid a physical altercation alone. Always ensure sufficient personnel are present to subdue the prisoner/detainee. Restraints are designed to prevent the commission of an offense by violent or unruly prisoners or detainees. Once restraints are applied, the prisoner will be placed under 100%

# Priorities of Force (cont.)

**4. <u>Less than Lethal Munitions</u>** –The use of less than lethal munitions is restricted to those that are properly qualified on the munitions and authorized by the CO to carry them.

# Priorities of Force (cont.)

**5. <u>Chemical Agents (OC/CS)</u>** –The use of chemical agents (OC/CS only) may be authorized if the prisoner escort has been trained and certified by a certified chemical munitions instructor. High pressure water is not available to escorts.

# Priorities of Force

**6. <u>Batons</u>** – Where authorized, batons may be used to separate brawling prisoner/detainees or to quell violence. Only baton qualified prisoner escorts will carry this weapon in the performance of their duties. Ensure that this training is documented and maintained on file within your organization.

# Priorities of Force

**7. <u>Firearms</u>** - Only personnel qualified in their use and in situations where there is danger of death or serious bodily harm shall use firearms. Firearms shall not be discharged if less extreme measures will suffice.

# Medical

After force has been used against a prisoner/detainee, medical authority or a Medical Doctor will examine the prisoner/detainee, as soon as possible. If injuries were suffered, immediate medical attention shall be given to both prisoner escorts and prisoner/detainees. Once the prisoner is controlled, contact the nearest military installation or local law enforcement agency and request pictures taken of the injured persons.

# Notifications

- The Commanding Officer/Brig Officer in Charge will be immediately notified when any type of force is used. A “Disciplinary Report” and “Use of Force” document will be prepared by the person who employed the force.

# Use of Force Statement Will Include The Following

- An account of the events leading to the use of force.

- An accurate and precise description of the incident and reasons for employing force.

- A description of the equipment, if any, and the manner in which it was used.

# Use of Force Statement (cont.)

- A description of the injuries suffered, if any, and the treatment given and/or received.

- Photos of the injured.

- A list of all participants and witnesses to the incident.

- This report will be submitted to the Commanding Officer via the Chain of Command for review and approval.

# SUMMARY

- Review the Basic Use of Force
- Definitions
- Policy
- Priorities of Force
- Medical
- Notifications
- Use of Force Statement

# Questions?

# EQUIPMENT

# Objective:

To familiarize prisoner escorts with the equipment necessary to perform duties while transporting prisoners in a high-risk situation or during long distance/overnight travel.

# REFERENCES:

SECNAVINST 1640.9C

# Policy

Security, custody, control, and safety are a priority.

Preparation prior to transport is paramount

Escort In Charge Shall:

- Select appropriate equipment
- Develop an inventory checklist for accountability
- Checklist will indicate amount, functionality, and to whom the equipment was issued

# Equipment

Cell Phone

- Communication is vital to safety
- Make sure equipment is functional, i.e., batteries charged, additional batteries or charging unit, etc.
- Have important phone numbers (local police, local hospitals, local military installations, etc.)

# Equipment

Government Credit Card

- To pay for gas, food, etc.
- Make sure it is activated and not damaged
- Save receipts

# Equipment

First Aid Kit

- Obtained and inspected by medical personnel
- To assist with minor injuries, prevent loss of limb/life
- Used until appropriate medical attention can be given

# Equipment

Flashlights

- Check functionality (batteries, bulbs, etc.)
- Ensure that you have replacement parts

# Equipment

Maps

- Assist prisoner escorts to familiarize themselves with the local area police, hospitals, military installations, service stations, etc.

- Help prepare the most appropriate route

- Help prepare for an alternate route if necessary

**DO NOT ALLOW PRISONERS TO HAVE ACCESS TO THE MAP OR THE INTENDED ROUTE!!!**

# Equipment

Radio

- Same as cell phones
- Know  all radio call signs
- Know channels / frequencies that are authorized for use

# Equipment

Restraining Devices

- To assist in maintaining control
- Devices are to include:
  - Handcuffs w / keys
  - Leg irons w / keys
  - Leather transport belts
  - Belly chains w/pad locks and keys
  - Body Cuffs w/keys

# Equipment

Vest

- Bullet resistant vest / puncture resistant body armor

- May be worn by prisoner escorts as well as prisoners

# Equipment

Spill Kit

- Used for body fluid spills
- Contains:
  - Disposable rubber gloves
  - Face mask
  - Protective apron
  - Wipers
  - Red-Z pouch
  - Red disposable bag (Bio-Hazard bag)
  - Scoop and scraper

# Equipment

Disposable Latex Gloves

- Prisoner searches
- Handling of food
- Conduct room searches
- Conduct area searches

# Weapons

Firearms

- 9 MM
- 12 Gauge Shotgun
- M-16 Rifle
- Must be qualified and certified in its use

**This course does not authorize an escort to carry arms without proper certification and authorization from the Commanding Officer / OIC**

# Weapons

Batons

- Batons are considered deadly weapons
- Prisoner escorts must be certified on the baton in which they are assigned
- When authorized, apply the minimum force necessary to control the situation

# Weapons

## Chemical Agents

- Oleoresin Capsicum (OC)
  - Only trained personnel are authorized to use
  - OC spray may cause respiratory failure in susceptible individuals
  - Use only OC spray that is water based and free of carcinogens
  - Maintain a record on the use of OC spray
  - The agent should be weighed prior to and after it has been issued

# Decontamination

- All personnel exposed will be decontaminated as soon as possible

- This treatment should include as a minimum, irrigation of the eyes with cold water and a medical examination

- Replacement clothing will be provided

# SUMMARY

- Policy
- Equipment
- Weapons

# Questions?

# Escort Officers Flying Unarmed on Aircraft

# Objective:

To familiarize unarmed escorts with the necessary information to move low risk prisoners on commercial aircraft to insure the safety of the aircraft, crew, public, escorts, and prisoners.

# References:

49 CFR 1544.215
49 CFR 1544.217
49 CFR 1544.219
49 CFR 1544.221
DODD 5210.56
OPNAVINST 3591.1C
OPNAVINST 5580.1A
SECNAVINST 1640.9
CNPC LTR 1640 Ser 6/274 of 22 Dec 04
DHS (TSA) LTR To OSD (PI) of 03 May 05
Title 49, Chapter 449, US Code

# Definitions:

Aircraft Operator Security Coordinator

- One per airport.

- Coordinates with the Transportation Security Agency (TSA).

- Available on a 24-hour basis.

# Ground Security Coordinator

One for each aircraft.

Reviews all security related functions for effectiveness and compliance.

Initiates corrective actions.

Directly responsible for all aircraft security matters while they are on the ground.

POC with unarmed escorts to solve problems.

# In-Flight Security Coordinator

Aircraft pilot has this responsibility.

Final decision on all security matters while onboard the aircraft.

# Definitions

**High Risk Prisoner**

Exceptional escape risk.
Charged with / convicted of a violent crime.
Armed supervision required.
The final decision rests with the Commanding Officer to place the prisoner in this category.

*As an advanced prisoner escort and being unarmed you will not escort this prisoner on a commercial aircraft.*

# Definitions

**Low Risk Prisoner**

- Not designated as a high-risk prisoner.
- Unarmed supervision required.
- The final decision rests with the Commanding Officer to place the prisoner in this category.

*As an advanced prisoner escort flying on commercial aircraft unarmed, you will escort low risk prisoners only.*

# Definitions

Screening:

The process in which contraband is detected on a prisoner's person, baggage, or personal property prior to boarding an aircraft.

Unless TSA allows you to bypass screening, Escorts and prisoners will go through the normal screening.

# Credential Requirements

Clear, full-face picture.
Signature of unarmed escorts.
Signature of Commanding Officer.
Official facility seal.
Expiration date.

For unarmed escorts, your military ID card and travel orders meet the credential requirements. Armed escorts will have a separate Armed Escort Credential.

# Letter of Authority Requirements

Facility letterhead.
Original letter.
Itinerary of the travel.
Identify prisoner and category. (Low Risk)

# Clothing Requirements

While traveling on commercial aircraft, Escorts and Prisoners will be in civilian clothing. Escorts on military aircraft (MILAIR) will be in uniform.

When flying on commercial aircraft, clothing that indicates connection to the U.S. military such as PT clothing or T-shirts that have symbols, names, or logos indicating military affiliation will not be worn.

# Unarmed Escort Requirements

Identify self to Aircraft Ticketing Agent.

Present Credentials

Letter of Authority (facility letterhead) signed by Commanding Officer.

Travel orders with authority to carry restraining devices.

# Government Travel Orders

SATO reserves the airline tickets

Reflect in system status as prisoner escort

Automatically alerts airlines involved

# Unarmed Escort Requirements

Low Risk Prisoners (LRP)

Flight 4 hours or less:

- 1 LRP = 2 unarmed escorts
- 2 LRP = 2 unarmed escorts

Flight exceeding 4 hours:

- 1 LRP = 2 unarmed escorts
- 2 LRP = 3 unarmed escorts

# Unarmed Escort Requirements

Airport Coordination

- 24 hour = initial contact
- 1 hour = prior to departure
  - This is the minimum requirement. It is recommended to be at the airport at least two hours prior to the aircraft departure to allow for time to check in and process through security.

Exception

- In the event that time requirements cannot be met, notify the airline as far in advance as possible.

# Unarmed Escort Requirements

Procedures While On-board Aircraft

No chemical agents (OC).

Prisoners and Escorts board first and de-plane last.

Occupy rear seats of passenger cabin.

Under supervision of unarmed escorts at all times. 100% visual supervision.

Hand restraints will remain on the prisoner at all times.

# Unarmed Escort Requirements

Procedures While On-board Aircraft

- Leg restraints are removed from prisoner prior to boarding and replaced when aircraft lands if needed.
- Prisoners will not sit directly across from any exit or in passenger lounge area.
- No alcoholic beverages to prisoners.
- Escorts control prisoner’s food and eating utensils.
- No hot beverages served to prisoners
- Do not use headphones or sleep on the flight

# Unarmed Escort Requirements

Head / Latrine Procedures

Move under escort.

Coordinate with the flight attendants.

Search prior to and after use.

Place foot in door to prevent locking.

# Prisoner to Escort Ratio (MILAIR)

**Maximum Custody**

- 1 maximum = 2 escorts
- Do not mix maximum with other custody grades
- The aircraft commander may authorize escorts to carry weapons onboard the aircraft
- All direction and decisions provided by the aircraft commander are final.

# Medium-In/Out Custody (MILAIR)

Prisoner to Escort Ratio for Corrections/Military Police Personnel:

- 1 Escort and  1 Escort In Charge for up to 4 Prisoners
- 1 Escort and 1 E-6 or above Escort in Charge for 5 -14 prisoners
- 1 Escort and 1 Officer or SNCO/CPO for 15+ prisoners

Prisoner to Escort Ratio for Non-Corrections/Police Personnel

- 1 Escort for 2 Prisoners

No more than 8 prisoners may be transported on the same commercial aircraft.

ADDITIONAL RESTRAINTS ARE AUTHORIZED AS NECCESSARY

# Layover

- When delays occur or when it is necessary to wait for connecting flights, a waiting room or area that is away from the main terminal area should be provided for prisoners. The request for a reserved waiting area is made to the airline representative, station manager, or airport security. Avoid the use of public restrooms if possible.

*As an escort, one of the most important things you can do to enhance security during a layover is to keep the prisoner(s) out of public eye.*

# Use of Force

All Navy law enforcement personnel will have a working knowledge of those policies.

Briefings on use of force policies will be given quarterly, acknowledged by signature, and entered in individual training records.

# U.S. Marshal Aircraft

- Transportation provided by the U.S. Marshal's Service will be coordinated by the Chief of Naval Personnel.

- Normally, the facility in which the prisoners are arriving or departing will be notified in advance of the availability of an U.S. Marshal aircraft. This aircraft is designed to transport nothing but prisoners from either federal, state or U.S. military correctional facilities.

- U.S. Marshals provides their own escorts and will receipt for the prisoners prior to their departure.

- Local escorts will apply basic escort procedures while escorting prisoners to the airport.

# Unarmed Escort Liability

**Limitation on Liability for Acts to Thwart Criminal Violence or Aircraft Piracy**

An individual shall not be liable for damages in any action brought in a Federal or State court arising out of the acts of the individual in attempting to thwart an act of criminal violence or piracy on an aircraft if that individual reasonably believed that such an act of criminal violence or piracy was occurring or was about to occur.

# Summary

Aircraft Operator Security Coordinator.
Ground Security Coordinator.
In-flight Security Coordinator.
High Risk Prisoners.
Low Risk Prisoners.
Screening.
Procedures While On-Board.
Unarmed Escort Liability.

# Questions?